Monthly FMD Webinar 2 – Benefits of Using FMD's Services

1. **ARI invoicing information**
   a. Agencies are currently receiving 2 fuel invoices and should not be
      i. The one with ARI logo is formatted incorrectly and the agencies will receive it before they receive the correct one
      ii. The correct one looks like this:

Fuel Invoice   12/26/2020 - 1/26/21 DATE RANGE OF TRANSACTIONS

MAIL TO:	REMIT TO:
STATE OF WEST VIRGINIA	AUTOMOTIVE RENTALS, INC.
DEPT. OF ADMIN/JAMES PARSONS	PO BOX 8500-4375
2101 WASHINGTON ST E	PHILADELPHIA, PA 19178-4375
CHARLESTON, WV 25305	

Client Code	5R82
Division	FL
Bill Code	AD94
Agency	FMD
PO #	FLT170000001
Invoice #	MGWLZ3
Invoice Date	1/26/21
Due Date	2/28/21

Client	Vehicle	Lic Plate	Odometer	First Name	Last Name	Reference Date	Item	Gross Amount	Taxes	Amount Due	Vendor	CC #	Gallons	Price/ gallon	City	State	ED/TAG#	VIN

   a. When paying for a fuel invoice use commodity line 2 from CMA, FLT21*02 which contains commodity code 84141602 (Credit card service providers)
   b. When paying for a maintenance invoice use commodity line 1 from CMA, FLT21*02 which contains commodity code 78181507 (Automotive and light truck maintenance and repair)

2. **FMD vehicle ordering and decommissioning**
   a. The vehicle ordering instructions can be found here:
   b. https://fleet.wv.gov/AFC_Resources/Documents/AFC%20MV21%20Truck%20and%20Vehicle%20Order%20Instructions%20%28updated%29.pdf
   c. Leasing a vehicle from FMD provides the benefits of our experienced office staff to help in all your vehicle's needs:
      i. Titling the vehicle, license, and registration
         B. Renewals
      ii. Telematics
      iii. Maintenance Program
      iv. Fueling Cards
         B. All services can be assigned prior to Agency receipt making the vehicle "driver ready".
   d. Simplify Agency vehicle ordering process by utilizing statewide contract.
   e. FMD handles all wvOASIS documents associated with fixed assets:
      i. FA, FD, and FM

3. **ARI Reporting**
   a. The Fleet Management Division has 2 custom reports for agencies to utilize to review their fleet operation expense
   b. Those reports are the LOV report and Fixed and Operating V8
   c. The LOV report contains the vehicle expenses over the life of the vehicle
   d. The Fixed and Operating V8 report contains vehicle expenses for a selected date range
   e. Both reports can be found in the link below
   f. https://ariinsights.arifleet.com/AriAccessWeb/default.aspx